



OFFICE OF THE DIRECTOR

act memo

Action Memorandum No. A-297

Date 18 September 1963

TO : Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)
Deputy Director (Science & Technology)
Office of General Counsel
SUBJECT : DCI or DDCI Hosted Luncheon Functions

REFERENCE:

81-23
18

In order to clarify procedural aspects of DCI and DDCI hosted luncheon functions, addressees are requested to advise their staffs that the following instructions apply in addition to requirements cited in paragraph 22 of HN 1-33:

"Requests for the DCI or the DDCI to host a luncheon shall be accompanied by a recommended seating arrangement which includes appropriate titles and organization affiliation. If place cards are desired, this should be so noted on the seating lists. The final guest lists and seating arrangements should be forwarded to Executive Registry before 10:00 A. M. the day prior to the scheduled luncheon."

(Signed) Lyman B. Kirkpatrick
Lyman B. Kirkpatrick
Executive Director

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SUSPENSE DATE:

CONFIDENTIAL



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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Deputy Director (Science & Technology)			33	
2					
3				Jm	
4					
5					
6					
	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

To 3 :
Note well - my
friend is your graduate
friend had to
sign

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE

DATE

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